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DDA 85-1919

30 MAY 1985

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Information Services
Director of Information Technology
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education
Special Support Assistant to the DDA

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Follow-up on Excellence Suggestions

REFERENCE: DDA 85-0024/22, Memo to ExDir from DDA, " "
dtd 29 Jan 1985, Same Subj

1. In January 1985 I requested that your Offices prepare comments to the suggestions on Excellence submitted by the Deputy Director for Science and Technology (DDS&T). Once received (OIT, at that time ODP, and OC had no comment), a consolidated response was prepared and forwarded to the Executive Director (EXDIR) containing your individual views and comments on the twelve topics noted for reply. Included in those comments were a number of specific taskings, action items, and self-initiated office reviews relative to the administrative topics submitted for consideration.

2. Therefore, I have decided to follow in the spirit of our recent luncheon consultations and provide an update to the EXDIR on our accomplishments in these areas of mutual concern. Consequently, I request that you review the attached material and submit a status report covering all follow-up activities to items originally commented on by your Offices. If you provided no comment to the earlier request, no additional response is now needed. Please forward your responses to me **no later than 17 June 1985.**

Harry E. Fitzwater

Attachment

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18 JAN 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King
Director of Logistics

SUBJECT: Excellence Suggestions from the DDS&T

REFERENCE: Memo for Multiple Addressees fm DDA (#DDA
84-3666/1), dtd 24 Dec 84, Same Subject

In accordance with the referent, we have prepared comments in response to the Excellence Suggestions from the Deputy Director for Science and Technology (DDS&T). These comments are keyed to the specific paragraphs noted for reply by the Office of Logistics (OL). As discussed between [redacted] of OL's Information and Management Support Staff and [redacted] of your Management Staff on 2 January, we have not commented on paragraph c, page 3, since the installation of teller machines is the responsibility of the Credit Union.

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1. Review of Regulations and Policy. Within the last year, OL has made numerous regulatory reviews and revisions intended to reduce bureaucracy. These actions resulted in policy changes delegating authority and responsibility to the lowest level possible. The regulatory changes were reported to your Management Staff in updates on the DCI's Excellence Campaign in OL memorandums dated 30 July 1984 (OL 4135 84) and 2 January 1985 (OL 4000 85). Attached is Attachment A to the July memorandum, which delineated policy changes. If you desire, we can provide a copy of the January memorandum.

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